

# **Professional Registration System (HCP) User Manual**

**Version 1.0**

## REVISION HISTORY

Version	Effective Date	Summary of Changes	Author
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## **1. INTRODUCTION**

### **1.1. Overview**

The Professional Registration System (PRS) is a common registration system for Healthcare Professionals in Singapore. It supports the Healthcare Professionals (HCP), Human Resources Personnel (HR) and Healthcare Professional Entities (HPE) in the execution of the key business functions of the HPEs, such as professional registration, renewal, disciplinary and continuing professional education.

The PRS is a web-based application that is hosted in the Medinet Hosting Environment.

### **1.2. Scope**

The objective of this document is to provide step-by-step guidelines on the proper usage of the system by Healthcare Professionals to submit applications online to the OOB (Optometrists and Opticians Board).

The targeted users of this document shall be the HCPs.

Users of the online application functionalities should have the basic knowledge of using a internet web browser, such as the Internet Explorer (IE), to navigate from one page to another.

The chapters in this manual are organised in a logically functional manner. They may not necessarily reflect the order, which the users would normally adopt to use the system.

The reader of this manual may study its content in any order. He/She may read the specific sections that illustrate the functions being encountered or study the specific section that he/she is interested in.

### **1.3. Definitions, Acronyms and Abbreviations**

This manual uses the following typographic conventions:

- A “\*” character next to a field indicates a mandatory field.
- **[Button Name]** refers to a button.
  - **[Proceed]** button indicates that the system will be displaying the next web page after the current page.
  - **[Confirm]** button indicates that the system will update or insert records in the database and will display the acknowledgment page.
  - **[Print]** button displays the letter on the browser and the system will update the record in the database.

The following format is used by the PRS system:

- DD/MM/YYYY as a Date Format

The manual uses the following abbreviations

- HCP: Healthcare Professional
- HPE: Healthcare Professional Entity
- IE: Internet Explorer
- OOB: Optometrists and Opticians Board
- PC: Practicing Certificate
- PRS: Professional Registration System
- RC: Registration Certificate

## 2. FUNCTIONS

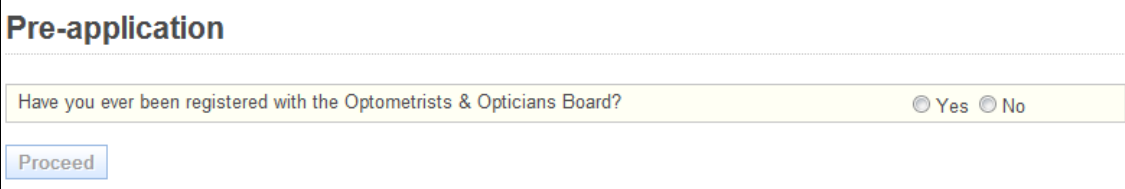
### 2.1. Pre-Application

For all new professionals, you will be required to login to the PRS with a Temporary User ID. You may obtain your Temporary User ID from the following URL:

<https://prs.moh.gov.sg/prs/internet/reg/pa/initPreApp.action?hpe=OOB>

Upon access to the URL, the first section of Pre-Application (Question) will be displayed as follows.

Figure 1



The screenshot shows a web page titled "Pre-application". Below the title is a question: "Have you ever been registered with the Optometrists & Opticians Board?". To the right of the question are two radio buttons labeled "Yes" and "No". Below the question is a blue button labeled "Proceed".

To proceed, answer the presented questions accordingly. Depending on your answers, there will be three possible outcomes.

Outcome 1: You pass the pre-screening and have never registered before. Click on the **[Proceed]** button after answering the questions. You will see the following screen.

Figure 2



The screenshot shows a web page titled "Pre-application". Below the title is a message: "Please note that your Temporary User ID and Password are as follows:". Below this message are two lines of text: "Temporary User ID : XXXXXXXX" and "Password : XXXXXXXX". Below these lines is a message: "Please print / save this page for your reference. You will be using this Temporary User ID and password for application tracking." Below this message is a message: "Click on 'Proceed' button to continue with the Registration." At the bottom of the page are two buttons: "Proceed" and "Print".

To proceed to the Login Page

- Recommended: Print or Save this page for self reference
- Click on the **[Proceed]** button.

Outcome 2: You pass the pre-screening and have an existing registration. Click on the **[Proceed]** button after answering the questions. You will see the following screen.

Figure 3


Instructions for Authorised Users

Healthcare Professionals:  
You may login via SingPass or your User ID and password. For first time login users, please click [here](#) to view the documentation required for processing.

HR Personnel:  
You may login via your User ID and password. If you do not have an account, please click [here](#) to download the form and mail the signed form to [enquiries@oob.gov.sg](mailto:enquiries@oob.gov.sg).

User ID ?  
Password

[Reset Password](#)

Alternatively, you can login using 

Outcome 3: You do not pass the pre-screening. You will see the following error message.

Figure 4

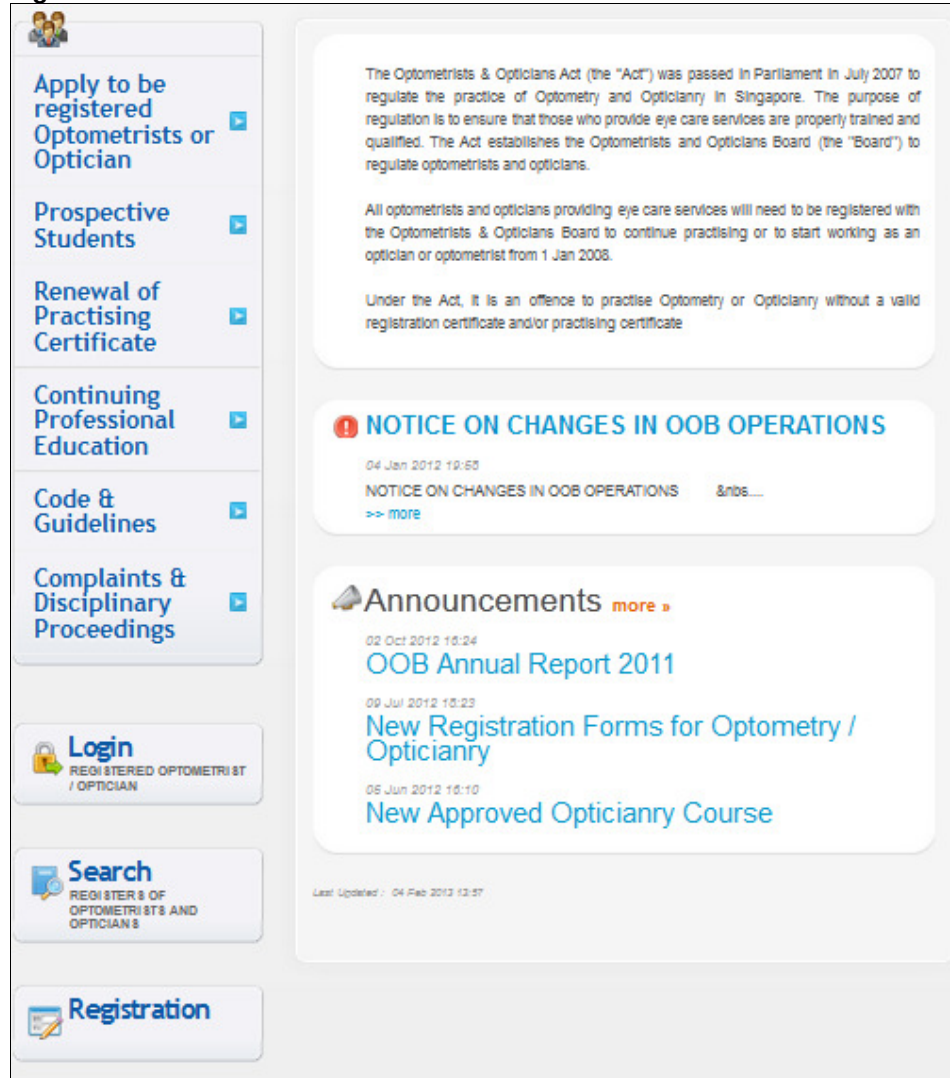
Before you attempt to file your application for registration online, you are strongly encouraged to familiarise yourself with the criteria for Optometry / Opticianry registration available on Optometrists & Opticians Board's website at <https://www.oob.moh.gov.sg>. Thank you.

### Pre-application

## 2.2. Login to the PRS

To access the PRS, click on the [\[Login\]](#) button on the OOB's website (URL: <http://www.OOB.gov.sg/>).

Figure 5



The PRS Login screen will be displayed as follows.

**Figure 6**

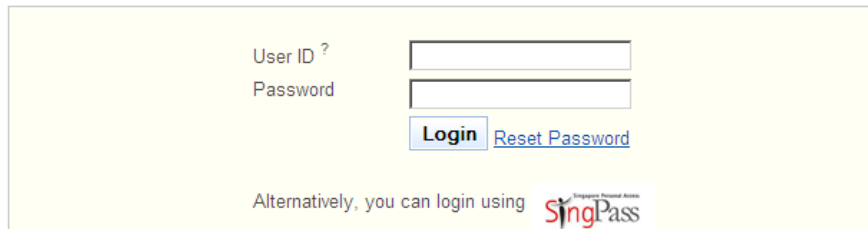
[Instructions for Authorised Users](#)

Healthcare Professionals:

You may login via SingPass or your User ID and password. For first time login users, please click [here](#) to view the documentation required for processing.

HR Personnel:

You may login via your User ID and password. If you do not have an account, please click [here](#) to download the form and mail the signed form to enquiries@oob.gov.sg.

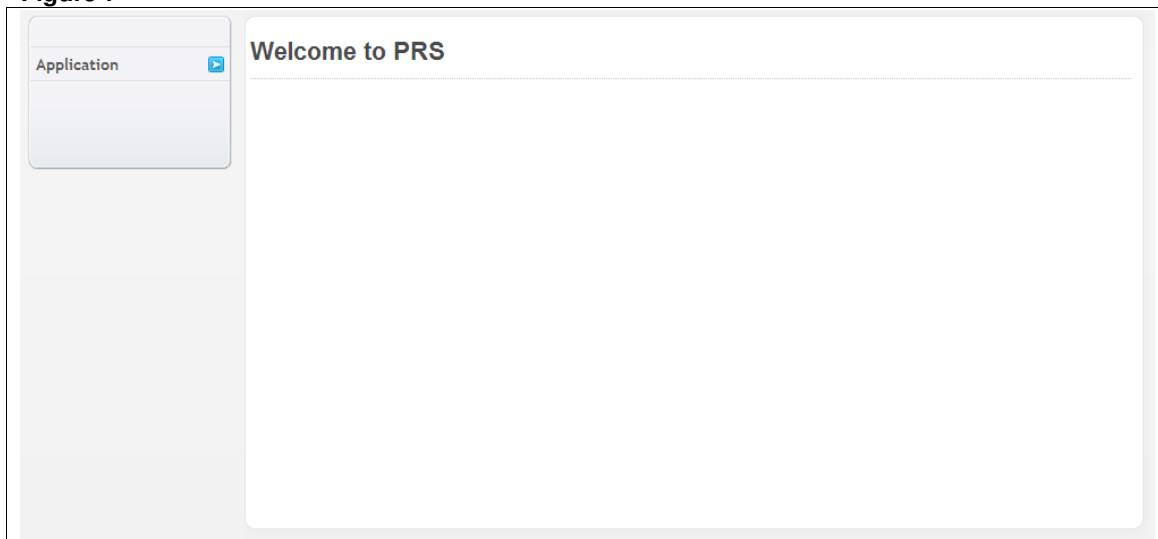
The login screen features a light yellow background. It contains two input fields: 'User ID ?' and 'Password'. Below the 'Password' field is a blue 'Login' button and a blue 'Reset Password' link. At the bottom, it says 'Alternatively, you can login using' followed by the SingPass logo, which includes the text 'Singapore Personal Access' above the 'SingPass' name.

To login:

- Enter your **User ID**.
- Enter your **Password**.
- Click on the **[Login]** button.

If your login credentials are correct the landing page will be displayed as follows:

**Figure 7**

The landing page has a light gray sidebar on the left with a button labeled 'Application' and a right-pointing arrow. The main content area is white and titled 'Welcome to PRS' in bold. Below the title is a large, empty rectangular box.

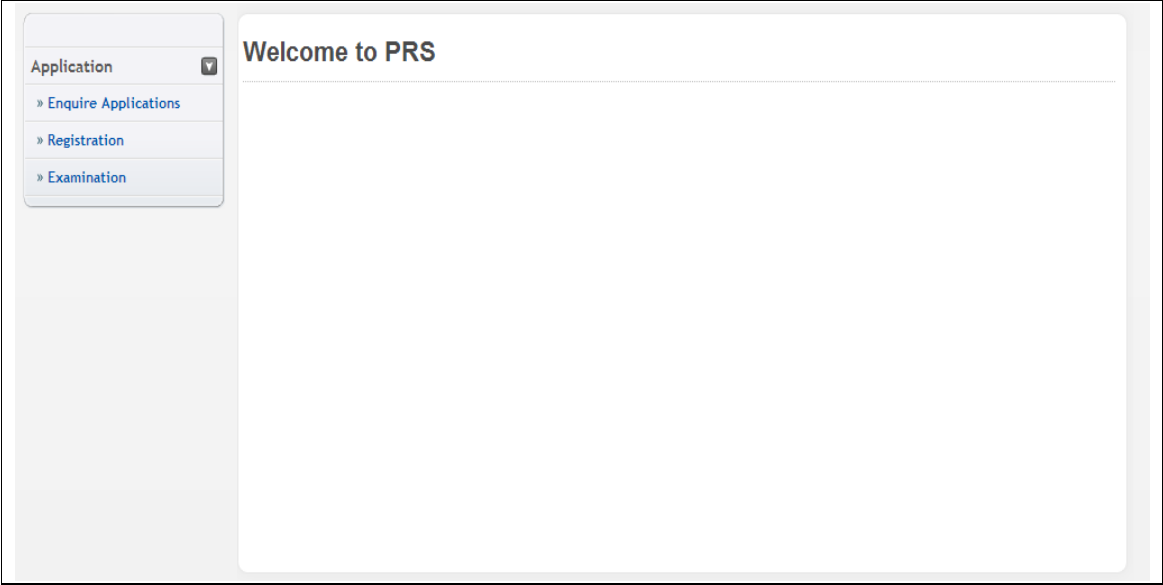


**2.3. Registration Application**

You must first login to the PRS. Please refer to section 1.2 for instructions on how to login to the PRS.

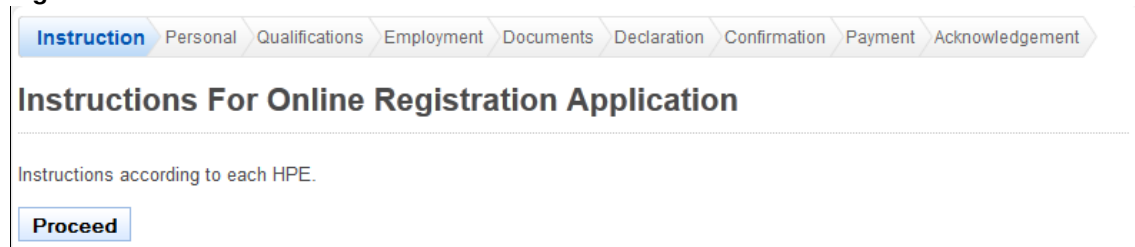
The menu on the left displays the functions you have access to. To submit a Registration Application, click on the [\[Application\]](#) menu item. Click on the [\[Registration\]](#) link.

**Figure 8**



The Instructions page will be displayed. The following is an extract.

Figure 9



Instruction Personal Qualifications Employment Documents Declaration Confirmation Payment Acknowledgement

## Instructions For Online Registration Application

Instructions according to each HPE.

[Proceed](#)

To proceed to the next stage of the application (i.e.: Personal Particulars)

- Click on the [Proceed](#) button at the bottom of the instructions page

The Personal Particulars page will be displayed. It has the following sections:

- Registration Details
- Particulars of Applicant
- Residential Address in Singapore (As in NRIC)
- Other Address In Singapore
- Foreign Address
- Preferred Mailing Address
- Information on Spouse

If you have logged in with as an existing registered professional, the sections will be pre-loaded with your last known information in the system. The sections will thus be read only. To update your particulars, you will need to use the Update Particulars function. Please refer to **Error! Reference source not found.**

Figure 10



Registration Details

\*Type of Register --Select Here--

I am also trained in other profession --Select Here--


### Registration Details

This section allows you to provide information about the type of registration that you are applying for.

- Select your **Registration Type**.
- Optional: You may also select another Healthcare profession that you have been trained in.

Figure 11

**Particulars Of Applicant**

*Identification Type	--Select Here--
*Identification No.	<input type="text"/>
*Salutation	--Select Here--
*Full Name as shown in NRIC/FIN/Passport	<input type="text"/>
*Surname / Family Name	<input type="text"/>
Name in Chinese Character	<input type="text"/>
*Gender	<input type="radio"/> Male <input type="radio"/> Female
Race	--Select Here--
*Date of Birth	dd/mm/yyyy 
*Nationality	--Select Here--
*Country/Place of Birth	--Select Here--
*Marital Status	--Select Here--
Religion	--Select Here--
Patient Contact (For Medical Doctors only)	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N.A.
Year Obtained Citizenship	yyyy
Other Nationality	--Select Here--
Residential Status (for non-Singapore Citizen)	--Select Here--
Year Permanent Resident Obtained	yyyy
Year Employment Pass Obtained	yyyy
Year Work Permit Obtained	yyyy
*Preferred Email Address	<input type="text"/> (0/320)
Alternate Email Address	<input type="text"/> (0/320)
Home Telephone No.	<input type="text"/>
Office Telephone No.	<input type="text"/>
Mobile No.	<input type="text"/>

#### Particulars of Applicant

This section allows you to provide information about your personal particulars.

- Select your **Identification Type**.
- Select your **Identification Number**.
- Select your **Salutation**.
- Enter your **Full Name as shown in NRIC/FIN/Passport**.
- Enter your **Surname / Family Name**.
- Optional: Enter your **Name in Chinese Character**.
- Select your **Gender**.
- Select the **Race**.
- Enter your **Date of Birth** (dd/mm/yyyy)
- Select your **Nationality**.
- Select your **Country/Place of Birth**.
- Select your **Marital Status**.
- Optional: Select your **Religion**.
- Select your **Patient Contact** status.
- Enter in **Year Obtained Citizenship**, the year that you obtained your Singapore citizenship if your original nationality was not Singapore Citizen.
- Enter your **Other Nationality** if you possess one.
- Enter your current **Residential Status** if you are not a Singapore Citizen.
- Enter the **Year Permanent Resident Obtained** if applicable.

- Enter the **Year Employment Pass Obtained** if applicable.
- Enter the **Year Work Permit Obtained** if applicable.
- Enter at least one of the following telephone numbers: **Home Telephone No.**, **Office Telephone No.**, **Mobile No.**

Figure 12

Residential Address In Singapore (As in NRIC)	
Postal Code	<input type="text"/>
Block/House No.	<input type="text"/>
Level - Unit No.	<input type="text"/> - <input type="text"/>
Street Name	-
Building Name	-

Residential Address in Singapore (As in NRIC)

Enter your NRIC address details if you are a Singapore Citizen or Permanent Resident.

- Enter the **Postal Code**. The **Block/House No.**, **Street Name** and **Building Name** will be populated accordingly. You may edit the **Block/House No.** if necessary.
- Enter the **Level** and **Unit No.** if applicable.

Figure 13

Other Address In Singapore	
Postal Code	<input type="text"/>
Block/House No.	<input type="text"/>
Level - Unit No.	<input type="text"/> - <input type="text"/>
Street Name	-
Building Name	-

Other Address in Singapore

Enter your address details in Singapore if you are not a Singapore Citizen or Permanent Resident.

- Enter the **Postal Code**. The **Block/House No.**, **Street Name** and **Building Name** will be populated accordingly. You may edit the **Block/House No.** if necessary.
- Enter the **Level** and **Unit No.** if applicable.

Figure 14

Foreign Address	
Country	--Select Here-- <input type="button" value="v"/>
Address Line 1	<input type="text"/>
Address Line 2	<input type="text"/>
Address Line 3	<input type="text"/>
Address Line 4	<input type="text"/>
Contact No.	<input type="text"/>

Foreign Address

Enter your Foreign Address details if you have a Foreign Address that you can be contacted at.

- Select the **Country**.
- Enter the details for **Address Line 1**.
- Optional: Enter the details for **Address Line 2** if applicable.
- Optional: Enter the details for **Address Line 3** if applicable.
- Optional: Enter the details for **Address Line 4** if applicable.
- Enter the **Contact Number** at your Foreign Address.

Figure 15

**\*Preferred Mailing Address**

<input type="radio"/> Residential Address in Singapore (As in NRIC)	<input type="radio"/> Other Address In Singapore
<input type="radio"/> Foreign Address	<input type="radio"/> Principal Practice Place Address

Preferred Mailing Address

- Indicate your preferred mailing address.

Figure 16

**Information On Spouse**

Full Name	<input type="text"/>
Nationality	--Select Here--
Occupation	--Select Here--
<b>If Spouse is working in Singapore</b>	
Company Name	<input type="text"/> (0/255)
Company Address	<input type="text"/>
Postal Code	<input type="text"/>
Block/House No.	<input type="text"/>
Level - Unit No.	<input type="text"/> - <input type="text"/>
Street Name	-
Building Name	-
<b>If Spouse is a registered healthcare professional in Singapore</b>	
Singapore Health Professional Entities	--Select Here--
Registration No. / Identification No.	<input type="text"/>
If your spouse is not a healthcare professional, does he / she intend to apply for registration in Singapore?	
<input type="radio"/> Yes <input type="radio"/> No	

Information on Spouse

This section allows you to enter information about your spouse, if applicable. The fields in this section are not mandatory.

- Click on the **[Save]** button to save this application as a draft. You can retrieve the draft later on from Enquire Applications. Refer to [2.4 Enquire Applications](#) for more information.
- Click on the **[Proceed]** button to proceed to the next page, Qualifications.

If the inputs pass all the required validation checks, the Qualifications page will be displayed. The following is an extract.

Figure 17

Instruction
Personal
**Qualifications**
Employment
Documents
Declaration
Confirmation
Payment
Acknowledgement

## Application for Registration

Note: All Fields marked with asterisk (\*) are mandatory.

### Qualifications of Applicant

Highest Education Level
--Select Here--

#### Basic Optometry / Opticianry Qualification Obtained

\*Country
--Select Here--

\*University / Institution
--Select Here--

\*Qualification Type
--Select Here--

\*Qualification
--Select Here--

Abbrev. Of Qualification

Subject Area / Specialty
--Select Here--

Programme Type
☐ Full-time ☐ Part-time

Course Duration
months

\*Start Date
dd/mm/yyyy

\*End Date
dd/mm/yyyy

\*Year Obtained

\*Twinning Programme
☐ Yes ☐ No

#### Postgraduate / Post-registration Optometry / Opticianry Qualifications Obtained

Country	University / Institution	Qualification Type	Qualification	Abbrev. Of Qualification	Programme Type	Specialty	Year Conferred	Action
No Postgraduate / Post-registration Qualification added.								

Add Postgraduate Qualification

The Qualifications page has the following sections:

- Basic Optometry / Opticianry Qualification Obtained
- Postgraduate / Post-registration Pharmacy Qualifications Obtained
- Clinical / Housemanship / Internship Experience of Applicant
- Work Practice Experience
- Registration / Licensing Details (obtained outside Singapore)

Figure 18

Qualifications of Applicant

Highest Education Level	--Select Here--
<b>Basic Optometry / Opticianry Qualification Obtained</b>	
*Country	--Select Here--
*University / Institution	--Select Here--
*Qualification Type	--Select Here--
*Qualification	--Select Here--
Abbrev. Of Qualification	
Subject Area / Specialty	--Select Here--
Programme Type	<input type="radio"/> Full-time <input type="radio"/> Part-time
Course Duration	<input type="text"/> months
*Start Date	dd/mm/yyyy
*End Date	dd/mm/yyyy
*Year Obtained	<input type="text"/>
*Twinning Programme	<input type="radio"/> Yes <input type="radio"/> No

Basic Optometry / Opticianry Qualification Obtained

- Select the **Highest Education Level**.
- Select the **Country**.
- Select the **University / Institution**.
  - If others, enter the name of the University / Institution in the text box that appears.
- Select the **Qualification Type**.
  - If others, enter the Qualification Type in the text box that appears.
- Select the **Qualification**. The **Abbreviation of the Qualification** will appear accordingly. Edit if necessary.
- Select the **Subject Area / Specialty**.
  - If others, enter the name of the Subject Area / Specialty in the text box.
- Indicate whether the **Programme Type** is full time or part time.
- Enter the **Course Duration** in terms of months.
- Enter the **Start Date**.
- Enter the **End Date**.
- Enter the **Year Obtained**.
- Indicate whether the course is part of a **Twinning Programme**.
  - If Yes, enter the Twinning Partner in the text box that appears. You will be required to enter the information of all the institutions you attended as part of the Twinning Programme. Refer to the following screen.

Figure 19

Please complete the following section only if you DID NOT complete your basic qualification in the SAME University / Institution / Country.

Country	University / Institution	Start Date	End Date	Action
No Basic Qualification added.				
<a href="#">Add More Rows</a>				


- Click on the [\[Add More Rows\]](#) button. A pop-up window appears. Refer to the following screen.


Figure 20

### Application for Registration

\*Country

\*University / Institution

\*Start Date  

\*End Date  

- Enter the details and click on the [\[Save\]](#) button. The pop-up will close and a record will be added to the table. Click on the [\[Cancel\]](#) button to close the window without saving any changes.
- Tip: To change the details of an added record, click on the respective hyperlink in the University/Institution column.
- Tip: To delete a record, click on the respective [\[Delete\]](#) hyperlink.
- Note: If there is a gap period of more than 30 days between the records, a text area will appear. You will be required to provide details to explain the gap period. Refer to the following screen.

Figure 21

Please specify whereabouts for the following period:

Period	Details
01/01/2001 to 31/01/2001	<input type="text"/>

Figure 22

### Postgraduate / Post-registration Optometry / Opticianry Qualifications Obtained

Country	University / Institution	Qualification Type	Qualification	Abbrev. Of Qualification	Programme Type	Specialty	Year Conferred	Action
No Postgraduate / Post-registration Qualification added.								

- Postgraduate / Post-registration Optometry / Opticianry Qualifications Obtained
- Click on the [\[Add Postgraduate Qualification\]](#) button. A pop-up window will appear. Refer to the following screen.

Figure 23

### Postgraduate Qualification

\*Country

\*University / Institution

\*Qualification Type

\*Qualification

Abbrev. Of Qualification

Programme Type ☐ Full-time ☐ Part-time

Specialty

\*Year Conferred



- Enter information about your qualification in the provided fields and click on the [\[Save\]](#) button. If the inputs pass the required validation checks, the pop-up window will close and a record will be added to the table. Click on [\[Cancel\]](#) to close the window without saving any changes.
- Tip: To change the details of an added record, click on the respective hyperlink in the University/Institution column.
- Tip: To delete a record, click on the respective [\[Delete\]](#) hyperlink.

Figure 24

Clinical / Housemanship / Internship Experience of Applicant							
Country	University / Institution	Department	Discipline	Start Date	End Date	Total Clinical Practice Hours	Action
No Clinical / Housemanship / Internship Experience of Applicant added.							
<a href="#">Add Clinical Experience</a>							

#### Clinical / Housemanship / Internship Experience of Applicant

This section allows you to enter your Clinical, Housemanship or Internship Experience, if any.

- Click on the [\[Add Clinical Experience\]](#) button. A pop-up window appears. Refer to the following screen.

Figure 25

### Clinical Experience

\*Country

--Select Here--

\*University / Institution

--Select Here--

Department

--Select Here--

Discipline

--Select Here--

\*Start Date

dd/mm/yyyy

\*End Date

dd/mm/yyyy

Total Clinical Practice Hours

Save

Cancel

- Select the **Country**.
- Select the **University / Institution**.
  - If others, enter the University/ Institution in the text box that appears.
- Optional: Enter the **Department**.
- Optional: Select the **Discipline**.
  - If others, enter the Discipline in the text box that appears.
- Enter the **Start Date**.
- Enter the **End Date**.
- Optional: Enter the total **Clinical Practice Hours**.
- Click on the [\[Save\]](#) Button to close the pop-up. A new record will be added to the table. Click on the [\[Cancel\]](#) button to close the pop-up without saving any changes.
- Tip: To change the details of an added record, click on the respective hyperlink in the University/Institution column.
- Tip: To delete a record, click on the respective [\[Delete\]](#) hyperlink.

Figure 26

Work Practice Experience									
Date Joined	Date Left	Employers Name	Country	Institution / Organisation	Department	Grade / Designation / Appointment	Type	No of Hours per Week	Action
No Work Practice Experience added.									
<a href="#">Add Practice Experience</a>									

#### Work Practice Experience

This section allows you to provide details about your Work Practice Experience.


- Click on the [\[Add Practice Experience\]](#) button. A pop-up window appears. Refer to the following screen. All fields must be filled in for the record to be saved successfully.

Figure 27

### Work Practice Experience


\*Date Joined

dd/mm/yyyy



\*Date Left

dd/mm/yyyy



\*Employers Name

--Select Here--

▼

\*Country

--Select Here--

▼

\*Institution / Organisation

--Select Here--

▼

Department

--Select Here--

▼

\*Grade / Designation / Appointment

--Select Here--

▼

\*Type

☐ Full-time
 ☐ Part-time

Save

Cancel

- Enter the **Date Joined**.
- Enter the **Date Left**.
- Select the **Employer's Name**
- Select the **Country**.
- Select the **Institution / Organisation**.
  - If others, enter the Institution/Organisation in the textbox that appears.
- Enter the **Department**.
- Select the **Grade/Designation/Appointment**.
  - If others, enter the Grade/Designation/Appointment in the textbox that appears.
- Select whether you were working **Full-time** or **Part-time**.
- Click on the [\[Save\]](#) button to save your changes and close the pop-up. A new record will be added to the table. Click on the [\[Cancel\]](#) button to close the pop-up without saving.
- Note: If there is a gap period of more than 30 days between the records, a text area will appear. You will be required to provide details to explain the gap period. Refer to the following screen.

Figure 28

Please specify whereabouts for the following period:

Period	Details
01/01/2001 to 31/01/2001	<div></div>

Figure 29




Registration / Licensing Details (obtained outside Singapore)								
Country of Registration	Name of Council / Registration Authority	Registration Type/Category	Registration / Licensing No.	Date of Registration	Current PC No.	Current PC Start Date	Current PC End Date	Action
No Registration / Licensing Details added.								
<input type="button" value="Add Licensing Details"/>								
<input type="button" value="Save"/> <input type="button" value="Proceed"/>								

#### Registration / Licensing Details

This section allows you to enter details about any Registration or Licenses that you have obtained outside of Singapore.

- Click on the [\[Add Licensing Details\]](#) button. A pop-up window appears. Refer to the following screen. At least one of the fields must be filled in.

Figure 30

Registration / Licensing Details (obtained outside Singapore)	
Country of Registration	--Select Here--
Name of Council / Registration Authority	<input type="text" value=""/>
Registration Type/Category	<input type="text" value=""/>
Registration / Licensing No.	<input type="text" value=""/>
Date of Registration	<input type="text" value="dd/mm/yyyy"/> 
Current PC No.	<input type="text" value=""/>
Current PC Start Date	<input type="text" value="dd/mm/yyyy"/> 
Current PC End Date	<input type="text" value="dd/mm/yyyy"/> 
<input type="button" value="Save"/> <input type="button" value="Cancel"/>	

- Enter the **Country of Registration**.
- Enter the **Name of Council / Registration Authority**.
- Enter the **Registration type/Category**.
- Enter the **Registration/ Licensing No.**
- Enter the **Date of Registration**.
- Enter the **Current PC No.**
- Enter the **Current PC Start Date**.
- Enter the **Current PC End Date**.
- Click on the [\[Save\]](#) Button to save your changes. The pop-up window will close and a new record will be added. Click on the [\[Cancel\]](#) button to close the pop-up without saving.
- Tip: You may click on the [\[Personal\]](#) link at the top of the page to return to the previous page to make changes, if necessary.
- Click on the [\[Save\]](#) button to save this application as a draft. You can retrieve the draft later on from Enquire Applications. Refer to [2.4 Enquire Applications](#) for more information.
- Click on the [\[Proceed\]](#) button to proceed to the next page, Employment.

If all inputs pass the validation checks, the Employment page will be displayed. The following is an extract.

Figure 31

The Employment page has the following sections:

- Current (Singapore) Employment Details
- Proposed (Singapore) Employment Details
- Principal Place of Practice
- Secondary Place of Practice

If you have logged in as an existing registered professional, the sections will be pre-loaded and read-only. To make changes, you must go to Update Particulars. Refer to **Error!**

**Reference source not found. Error! Reference source not found.** for more information.

Figure 32

#### Current (Singapore) Employment Details

This section allows you to enter your current employment details in Singapore.

- Select the **Activity Status**.
  - If Not Working, select the reason in the dropdown list that appears.
  - If reason for not working is others, enter the reason in the text box that appears.
- If currently employed, select the **Appointment**.
  - If others, enter the appointment in the text box that appears.
- If currently employed, enter the **Name of Institution/Organisation**.
- If currently employed, select the **Nature of Work**.
  - If others, enter the Nature of Work in the text box that appears.
- If currently employed, select the **Department / Division**.
- If currently employed, enter the **Date Joined**.
- If currently employed, enter the **Date Left** if you will be leaving your current employment at a known future date.

Figure 33

The screenshot shows a form titled "Proposed (Singapore) Employment Details". It contains the following fields:

- Activity Status: A dropdown menu with "--Select Here--" as the selected option.
- Appointment: A dropdown menu with "--Select Here--" as the selected option.
- Name of Institution / Organisation: A text input field.
- Nature of Work: A dropdown menu with "--Select Here--" as the selected option.
- Department / Division: A text input field.
- Date Joined: A date input field with the format "dd/mm/yyyy" and a calendar icon.
- Date Left: A date input field with the format "dd/mm/yyyy" and a calendar icon.

#### Proposed (Singapore) Employment Details

This section allows you to enter information about your proposed employment details. This section is mandatory if you are currently unemployed.

- Select the **Activity Status**.
- Select the **Appointment**.
  - If others, enter the appointment in the text box that appears.
- Enter the **Name of Institution/Organisation**.
- Select the **Nature of Work**.
  - If others, enter the Nature of Work in the text box that appears.
- Select the **Department / Division**.
- Enter the **Date Joined**.
- Enter the **Date Left** if you will be leaving your proposed employment at a known future date.

Figure 34

The screenshot shows a form titled "Principal Place of Practice". It contains the following fields:

- \*Appointment: A dropdown menu with "--Select Here--" as the selected option.
- \*Name of Institution / Organisation: A text input field.
- Nature of Work: A dropdown menu with "--Select Here--" as the selected option.
- Department / Division: A text input field.
- \*Date Joined: A date input field with the format "dd/mm/yyyy" and a calendar icon.
- Date Left: A date input field with the format "dd/mm/yyyy" and a calendar icon.

#### Principal Place of Practice

This section allows you to enter information about your Principal Place of Practice.

- Select the **Appointment**.
  - If others, enter the appointment in the text box that appears.
- Enter the **Name of Institution/Organisation**.
- Optional: Select the **Nature of Work**.
  - If others, enter the Nature of Work in the text box that appears.
- Select the **Department / Division**.
- Enter the **Date Joined**.
- Optional: Enter the **Date Left** if you will be leaving your Principal Place of Practice at a known future date.

Figure 35



Secondary Place of Practice						
Name of Institution / Organisation	Appointment	Nature of Work	Department / Division	Date Joined	Date Left	Action
No Secondary Place of Practice added.						
<input type="button" value="Add Secondary Place of Practice"/>						
<input type="button" value="Save"/> <input type="button" value="Proceed"/>						

#### Secondary Place of Practice

This section allows you to add information about your Secondary Places of Practice, if any.

- Click on the [\[Add Secondary Place of Practice\]](#) button. A pop-up window appears. Refer to the following screen.

Figure 36

Application for Registration	
Secondary Place of Practice	
*Appointment	--Select Here--
*Name of Institution / Organisation	<input type="text"/>
Nature of Work	--Select Here--
Department / Division	<input type="text"/>
*Date Joined	dd/mm/yyyy 
Date Left	dd/mm/yyyy 
<input type="button" value="Save"/> <input type="button" value="Cancel"/>	

- Select the **Appointment**.
  - If others, enter the appointment in the text box that appears.
- Enter the **Name of Institution/Organisation**.
- Optional: Select the **Nature of Work**.
  - If others, enter the Nature of Work in the text box that appears.
- Select the **Department / Division**.
- Enter the **Date Joined**.
- Optional: Enter the **Date Left** if you will be leaving your Secondary Place of Practice at a known future date.
- Click on the [\[Save\]](#) button to save your changes and close the pop-up. A new record will be added to the table. Click on the [\[Cancel\]](#) button to close the pop-up without saving the changes.
- Tip: To change the details of an added record, click on the respective hyperlink in the Name of Institution / Organisation column.
- Tip: To delete a record, click on the respective [\[Delete\]](#) hyperlink.
- Tip: You may click on the [\[Personal\]](#) or [\[Qualifications\]](#) links to return to the previous respective pages to make changes, if necessary.
- Click on the [\[Save\]](#) button to save this application as a draft. You can retrieve the draft later on from Enquire Applications. Refer to [2.4 Enquire Applications](#) for more information.
- Click on the [\[Proceed\]](#) button to proceed to the next page, Documents.

If the inputs pass all the validation checks, the Documents page will be displayed as follows. All mandatory documents must be uploaded before you will be able to proceed to the next stage. Do note the following restrictions when uploading:

- File must be in JPEG (.jpg or .jpeg) or PDF (.pdf) format.

- Each file size must not exceed 1MB.
- For Photographs, the dimensions must be 400 by 514 pixels.

Figure 37

The screenshot shows the 'Application for Registration' page with the 'Documents' tab selected. The page has a navigation bar at the top with tabs: Instruction, Personal, Qualifications, Employment, Documents (active), Declaration, Confirmation, Payment, and Acknowledgement. Below the navigation bar is the title 'Application for Registration'. A 'Note' section contains three bullet points: 'File must be in JPEG(.jpg or .jpeg), PDF (.pdf).', 'Each file size must not exceed 1MB', and 'For Photograph, the dimensions must be 400 by 514 pixels'. The 'Mandatory Documents' section contains two rows. The first row is for 'NRIC or Passport & Employment Pass' with fields for 'Document Title', '\*Upload Document' (with a 'Browse..' button), and an 'Attach' button. The second row is for 'Recent Color Photograph against White Background' with similar fields. The 'Additional Documents' section has a 'Document Title' field with a dropdown menu (showing '--Select Here--'), a 'File' field with a 'Browse..' button, and an 'Attach' button. Below this is a 'Documents Attached' section showing 'No document attached.' and a 'Proceed' button.

To upload a document

- Click on the [\[Browse\]](#) button. A file dialog box will appear to let you select your file.
- Select the file to upload and click on the [\[Open\]](#) button. The file dialog box closes.
- Click on the [\[Attach\]](#) button. The selected file will be uploaded.
- Tip: Click on the [\[Delete\]](#) link if you do not wish to include the uploaded document with your application.
- Tip: Click on the [\[Replace\]](#) link if you wish to replace the uploaded document with another. A popup-window will appear. Refer to the following screen.

Figure 38

The screenshot shows a 'Replace Document' popup window. It has a title bar 'Replace Document'. Below the title bar is a 'Note' section with two bullet points: 'File must be in JPEG(.jpg or .jpeg), PDF (.pdf).', and 'Each file size must not exceed 1MB'. Below the note is a table with two columns: 'Document Title' and 'NRIC or Passport & Employment Pass'. The 'Document Title' column has a 'File' field with a 'Browse..' button. At the bottom of the window are 'Attach' and 'Cancel' buttons.

- Click on the [\[Proceed\]](#) button. If all mandatory documents have been uploaded, the Declarations page will be displayed. The following is an extract.



Figure 39

Instruction
Personal
Qualifications
Employment
Documents
**Declaration**
Confirmation
Payment
Acknowledgement

## Application for Registration

Note: All fields are mandatory.

### Declarations by Applicant

Please answer all questions. If you have answered "yes" to any of the questions, please provide full details in a separate document and upload supporting documents where applicable.

- Have you ever been convicted, or been the subject of an inquiry or an investigation by any professional body, licensing, health authority or the police in Singapore or elsewhere, the subject matter of which may form the basis of professional misconduct or any improper conduct which may bring disrepute to the Optometry / Opticianry profession?  
☐ Yes ☐ No
- Have you ever suffered or are you suffering from any physical or mental illness, which impairs your fitness to practise as an Optometrist / Optician?  
☐ Yes ☐ No
- Have you, at any time before the submission of this application, ever been convicted in a court of law in Singapore or elsewhere of any offence?  
☐ Yes ☐ No
- Have you ever been the subject of an inquiry or proceedings by a professional body, Health Authority or court of law in Singapore or elsewhere, involving or relating to any physical or mental illness suffered by you?  
☐ Yes ☐ No

☐ I declare that the particulars stated in this application and the documents attached are true and authentic, and the information contained herein remains unchanged to date. To the best of my knowledge and belief, I have not withheld any material fact.

☐ I acknowledge that the Optometrists & Opticians Board reserves all rights to withhold and/or to terminate my registration and/or take any action it deems fit, if any of the above information or documents tendered is found subsequently to be false. I am also aware that it is a criminal offence to make any false statements, to provide any false information and/or document(s) to the Optometrists & Opticians Board. I also understand and give my consent for the Optometrists & Opticians Board to make any enquiries or obtain any information & documents that it deems appropriate to establish my fitness to practise.

☐ I also authorise Optometrists & Opticians Board to release the data provided by me, to the Ministry of Health and such other parties where the Registrar deems essential for the purpose of their official duties under current legislations.

Save
Proceed

- Indicate your answer for all the questions. If you answer "Yes" to any of the questions, you will be required to provide further details in the text box that appears.
- Tick the checkboxes to make your declarations.
- Tip: You may click on the [\[Personal\]](#), [\[Qualifications\]](#), [\[Employment\]](#), [\[Documents\]](#) or [\[Declarations\]](#) links to return to the respective previous page to make changes, if necessary.
- Click on the [\[Save\]](#) button to save this application as a draft. You can retrieve the draft later on from Enquire Applications. Refer to [2.4 Enquire Applications](#) for more information.
- Click on the [\[Proceed\]](#) button to proceed to the next page, Confirmation.

If the inputs all pass the required validation checks, the confirmation page will be displayed. The Confirmation Page will display all the details that you have entered. The following is an extract.



Figure 40

Instruction
Personal
Qualifications
Employment
Documents
Declaration
**Confirmation**
Payment
Acknowledgement

## Application for Registration

### Registration Details

Type of Register	Optician (Refraction and Dispensing)
I am also trained in other profession	-

### Particulars Of Applicant

Identification Type	NRIC
Identification No.	S8501273H
Salutation	Mr
Full Name as shown in NRIC/FIN/Passport	Sheldon Cooper
Surname / Family Name	Cooper
Preferred Order of Name	-
Name in Chinese Character	-
Gender	Male
Race	Chinese
Date of Birth	01/08/1985
Nationality	SINGAPORE CITIZEN
Country/Place of Birth	Singapore
Marital Status	Single
Religion	Free Thinker
Patient Contact (For Medical Doctors only)	-
Year Obtained Citizenship	-
Other Nationality	-
Residential Status (for non-Singapore Citizen)	-
Year Permanent Resident Obtained	-
Year Employment Pass Obtained	-
Year Work Permit Obtained	-
Preferred Email Address	edmundloh@ncs.com.sg
Alternate Email Address	-
Home Telephone No.	+65 85296314
Office Telephone No.	-
Mobile No.	-

To proceed to the Payment page:

- Tip: You may click on the links at the top to return to the previous pages to make changes, if necessary.
- Click on the **[Confirm]** button.

The Payment page will be displayed as follows.

Figure 41

Application for Registration

Please note that the following fee(s) is/are non-refundable.  
If you encounter any problems making payment, please try again later. Your application will be saved as Draft in the Enquire Applications.

Fee Type	Unit Price (SGD)	Quantity	Amount Due (SGD)
Application Fee of Optometrist	XX.XX	1	XX.XX

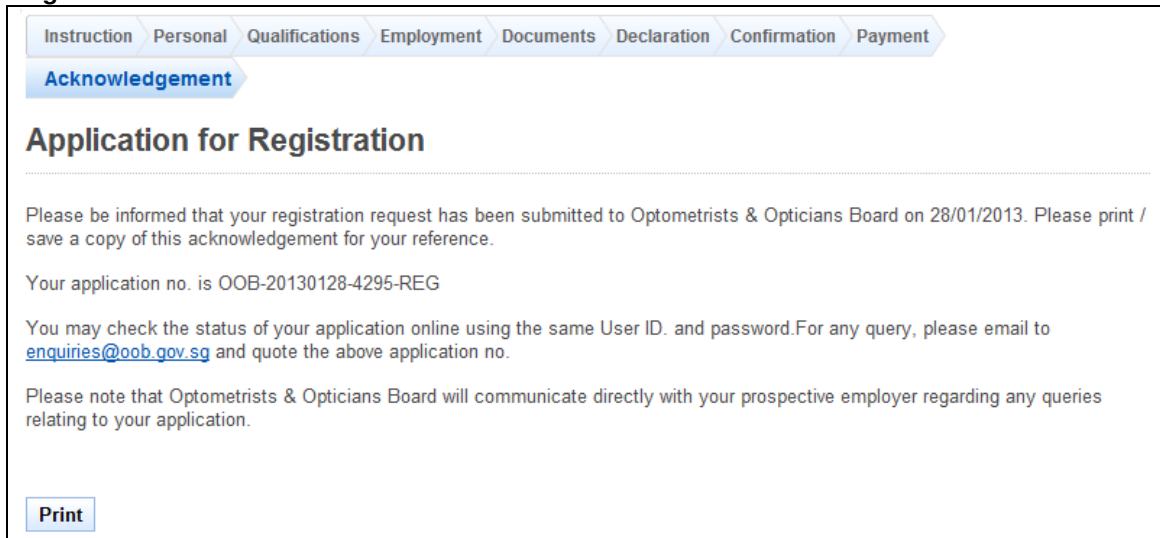
Proceed

To proceed to the next stage of the application

- Click on the **[Proceed]** button. The BillCollect payment interface will be displayed. Follow the on screen instructions to make your payment.

Once payment has been completed, the Acknowledgement page will be displayed.

Figure 42



The screenshot shows a web interface for the 'Application for Registration'. At the top, there is a horizontal navigation bar with tabs: 'Instruction', 'Personal', 'Qualifications', 'Employment', 'Documents', 'Declaration', 'Confirmation', and 'Payment'. Below this bar, the 'Acknowledgement' tab is selected and highlighted. The main heading is 'Application for Registration'. The content area contains the following text: 'Please be informed that your registration request has been submitted to Optometrists & Opticians Board on 28/01/2013. Please print / save a copy of this acknowledgement for your reference.' followed by 'Your application no. is OOB-20130128-4295-REG'. Below this, it says 'You may check the status of your application online using the same User ID. and password. For any query, please email to [enquiries@oob.gov.sg](mailto:enquiries@oob.gov.sg) and quote the above application no.' and 'Please note that Optometrists & Opticians Board will communicate directly with your prospective employer regarding any queries relating to your application.' At the bottom left, there is a 'Print' button.

- Optional: Click on the **[email]** link to email OOB for any queries, if any.
- Recommended: Click on the **[Print]** button to print out a copy of the acknowledgement page.

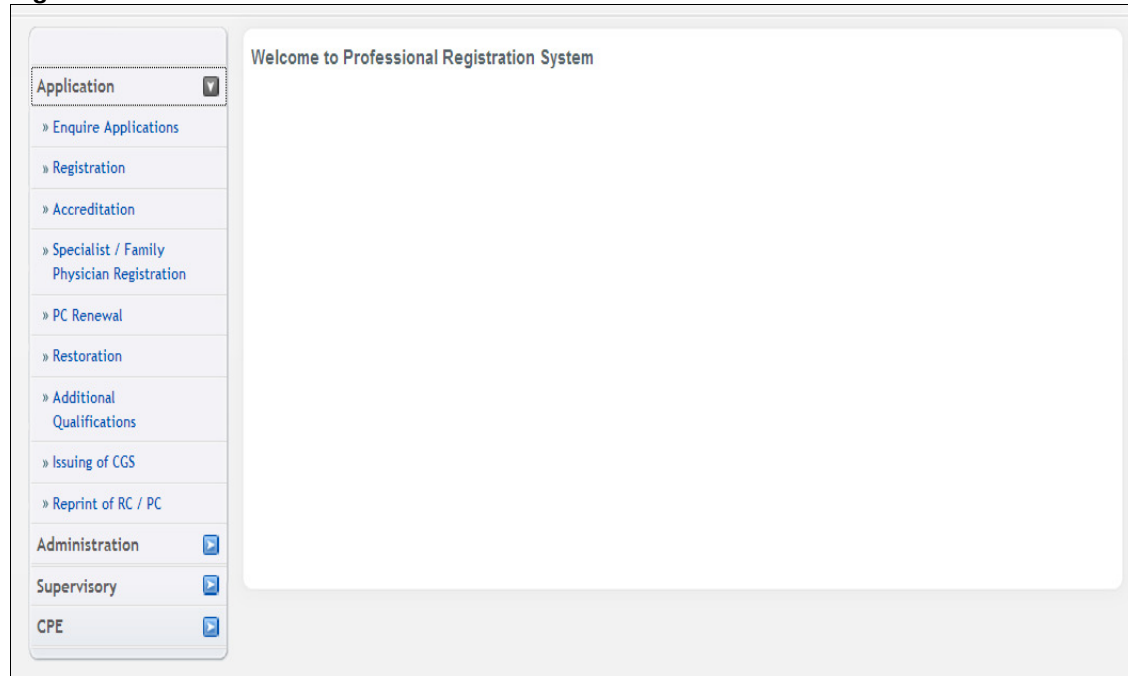
## 2.4. Enquire Applications

You can utilize the Enquire Applications function to do the following:

- Continue your saved drafts
- View the details of submitted applications
- Upload documents for applications where the current status is “Pending Supporting Documents”.

You will first need to login to PRS. Refer to [2.2 Login to the PRS](#) for more information. After logging in, click on the [\[Enquire Application\]](#) link.

**Figure 43**



The Enquire Applications page will be displayed as follows.

Figure 44

Enquire Applications - Part 1 <span>Part 2</span>				
Applications Submitted				
Application No.	Application Type	Date of Submission	Application Status	Remarks
<a href="#">OOB-20110915-1234-UP</a>	Update Particulars	01/03/2000	Pending Supporting Documents	Kindly click <a href="#">here</a> to attach all the required documents. Printing of receipts: <a href="#">OOB-2011-000001</a>
<a href="#">OOB-20110916-1235-AQ</a>	Additional Qualifications	02/02/2000	Approved	-
<a href="#">OOB-20110917-1237-CGS</a>	CGS	03/01/2000	Pending Supporting Documents	Kindly click <a href="#">here</a> to attach all the required documents.
<a href="#">OOB-20110917-1238-CGS</a>	CGS	03/01/2000	Approved	-
<a href="#">OOB-20110920-1241-RRC</a>	Reprint RC/PC	06/06/2000	Approved	-
<a href="#">OOB-20000301-1234-PCR</a>	PC Renewal	03/01/2000	Draft	-
<a href="#">OOB-20110920-1241-ROR</a>	Restoration of Registration	06/06/2000	Approved	-
<a href="#">OOB-20000707-0005-REG</a>	Registration	07/07/2000	Draft	-

Carrying on with a draft:

- Click on the link in the Application No. column, where the Application Status is "Draft". The application form will be loaded and you may proceed with filling in the application.

Viewing the details of submitted applications:

- Click on the link in the Application No. column, where the Application Status is not "Draft". The details you entered for the submitted application will be displayed. They will be read only and non-editable.

Uploading of additional supporting documents:

- Click on the [\[here\]](#) link in the Remarks column the Application Status is "Pending Supporting Documents".

The Attach Document form will be displayed as follows.

Figure 45

Enquire Applications Documents Acknowledgement

## Upload Supporting Documents

**Note:**

- File must be in JPEG(.jpg or .jpeg), PDF (.pdf).
- Each file size must not exceed 1MB

Application No.: OOB-20130417-0041-REG

**REMARKS**  
Need supporting documents

**Additional Documents**

Document Title	--Select Here--	
File		<input type="button" value="Browse.."/> <input type="button" value="Attach"/>

Documents Attached		
<a href="#">Recent Color Photograph against White Background</a>		
<a href="#">NRIC or Passport &amp; Employment Pass</a>		

To proceed to the Acknowledgement page:

- Select the **Document Title**.
  - If others, select the document title in the text box that appears.
- Click the [\[Browse\]](#) button. A file dialog box will appear. Select the file you wish to upload.
- Click on the [\[Open\]](#) button.
- Click on the [\[Attach\]](#) button. The document will appear in the Documents Attached table.
- Tip: To view uploaded documents, click on the hyperlink for the document title.
- Tip: Click on the [\[Replace\]](#) link to replace the respective document.
- Tip: Click on the [\[Delete\]](#) link to remove the respective document.
- Click on the [\[Proceed\]](#) button.

The Acknowledgement form will be displayed as follows.

Figure 46

### Acknowledgement for Upload of Additional Documents

Please be informed that the additional documents have been submitted successfully to Optometrist & Opticians Board on 01/01/2001. Please print / save a copy of this acknowledgement for your reference.

Your application no. is OOB-20130417-0034-REG.

You may check the status of your application online using the same User ID and password. For any query, please email to enquiries@oob.gov.sg and quote the above application no.

- Optional: Click on the [\[email\]](#) link to email OOB for any enquiries pertaining to the application.
- Recommended: Click on the [\[Print\]](#) button print a copy of the acknowledgement page.